

The Families First Coronavirus Response Act

Provisions of the Act go into effect April 1, 2020 and provide Emergency Paid Sick Leave and Expanded FMLA leave as detailed below.

Emergency Paid Sick Leave	
Eligibility	All Full-time and Part-time Civilian and Uniformed Employees Temporary Employees on the City’s Payroll The City reserves the right, based on operational needs for the provision of public safety services to exclude the following employees from the Emergency Paid Sick Leave coverage: <ul style="list-style-type: none">• All employees in Police, Fire, Solid Waste Management, and Metro Health Departments• Parks Police• Airport Police and Telecommunicators• Detention staff• Emergency Operations Center staff• All employees responsible for the management and supervision of the overall maintenance and operations of all Police, Fire, PSAP and Emergency Operations Center Facilities, including those who provide direct emergency/critical cleaning and sanitizing, repairing, and general maintenance support of those facilities. This also includes those employees responsible for the management, supervision and direct maintenance and repair of the Police, Fire and Emergency Response Fleet.
Amount	<u>Full-time</u> employees receive up to 80 hours. <u>Part-time</u> /Temporary employees receive the average number of hours they worked over a 2-week period.
Applicability	Applies to leave taken for qualifying reasons between April 1, 2020 and December 31, 2020. Must be taken in one block of time in most instances.
Qualifying Reasons	Employee is <u>unable to work, or remote work</u> ; and <ul style="list-style-type: none">• Is Quarantined due to travel, or positive or pending COVID test for themselves or a member of their household• Employee has been advised by a healthcare provider to self-quarantine due to concerns related to Covid-19 or is considered high risk in accordance with CDC guidelines• Employee is experiencing symptoms of COVID-19 and has been sent home or is seeking a medical diagnosis• Employee is caring for someone who has tested positive or is pending a medical diagnosis related to COVID-19• Employee is unable to remote work and is caring for a dependent child due to school or daycare closures related to COVID-19• Employee is experiencing any other substantially similar condition. This includes employees who have been sent home due to lack of work arising from COVID-19 related closures or reductions in services. Cannot be used by employees who choose to stay home rather than perform their assigned duties.
Submitting for Leave	Employee must complete an Emergency Paid Sick Leave NOL (forms can be received from Department HR representative or on Forms Net)
COVID-19 Family Medical Leave (FMLA)	
Eligibility	Full-time and Part-time civilian employees with at least 30 days of service with the following exclusions as provided for in the ACT: <ul style="list-style-type: none">• All employees in Police, Fire, Solid Waste Management, and Metro Health Departments• Parks Police• Airport Police and Telecommunicators• Detention staff• Emergency Operations Center staff• All employees responsible for the management and supervision of the overall maintenance and operations of all Police, Fire, PSAP and Emergency Operations Center Facilities, including those who provide direct emergency/critical cleaning and sanitizing, repairing, and general maintenance support of those facilities. This also includes those employees responsible for the management, supervision and direct maintenance and repair of the Police, Fire and Emergency Response Fleet.
Amount	12 weeks of FMLA protected leave. The first 2 weeks are unpaid but the employee can substitute Emergency Paid Sick Leave or other leave. The remaining 10 weeks of leave are paid at 2/3 of the employee’s pay. Leave cannot be used in conjunction with the 2/3 pay. Note: Pre-K employee will not bank hours during this 10 week period.
Applicability	Applies to leave taken for qualifying reasons between April 1, 2020 and December 31, 2020. Must be taken in one continuous block of time (not intermittent).
Qualifying Reasons	Employee is unable to remote work and is caring for a dependent child due to school or daycare closures related to COVID-19.
Submitting for Leave	Employee must contact their Department HR Representative and complete an FMLA intake form for review/approval